

**EXAMPLE 72 HOUR GCMCA NOTIFICATION OF EO COMPLAINT MEMORANDUM**

**DEPARTMENT OF THE ARMY  
UNIT LETTERHEAD**

Office Symbol (600-20)

Date

**MEMORANDUM THRU**

**Commander, (insert 1<sup>st</sup> Senior Commander's address)**

**Commander, (insert 2<sup>nd</sup> Commander's address)**

**FOR Commander, ( insert GCMCA address)**

**SUBJECT: Notification of Formal EO Complaint**

1. Reference AR 600-20, Army Command Policy.
2. The below complaint has been filed with this command.
  - a. Date complaint filed.
  - b. Rank/name/unit of complainant.
  - c. Rank/name/unit of offender.
  - d. Description of the allegation.
  - e. Actions being taken and anticipated date of completion.
3. POC is the undersigned at xxx-xxxx

Reporting Commander  
Rank/Branch  
Commanding

CF:  
EOA